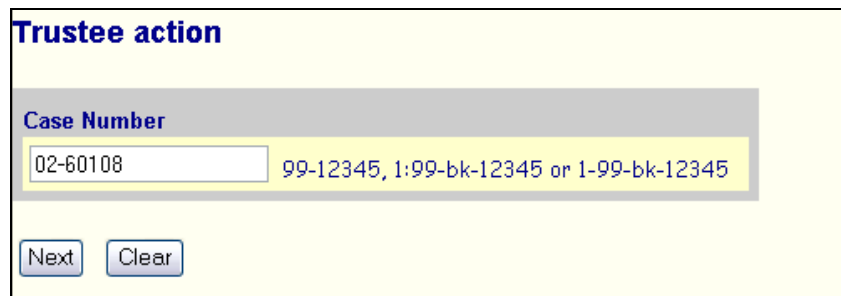


TRUSTEE/U. S. TRUSTEE

The Trustee/U. S. Trustee hypertext link contains various documents which the Trustee or U. S. Trustee, specifically, files with the court. These documents are usually reports, which are the result of §341 meetings of creditors, sales/auctions of property, final reports, etc. This link/menu option is in addition to the other links, which contain documents that the trustee may have occasion to file and not meant to replace all other links/menu options. An addition to the menu is the *“Trustee’s 341 Filings”*, to aid the trustee in the efficient resolution of his cases. This option is explained in greater detail by clicking on **Trustee’s 341 Filings** hypertext link from the Bankruptcy Events menu. The following instructions will guide you through the ECF system for Trustee/U. S. Trustee documents.

STEP 1 Select **Bankruptcy** from the Main Menu, then click on **Trustee/U.S. Trustee** hypertext link from the Bankruptcy Events menu.

STEP 2 The **Case Number** screen appears.



Trustee action

Case Number

02-60108 99-12345, 1:99-bk-12345 or 1-99-bk-12345

Next Clear

- ♦ Enter the case number in YY-NNNNN format.
- ♦ Click **Next** to continue, or **Clear** to re-enter.

STEP 3 The **Party Filer** screen appears.



Trustee action

02-60108 Robert L. Clementine and Cecilia J. Clementine Please select the filer.

Select the Party:

Clementine, Cecilia J. [Joint Debtor]
Clementine, Robert L. [Debtor]
Norwest Mortgage, [Creditor]
Wachovia Mortgage Corp., [Creditor]

Add/Create New Party

Next Clear

- ♦ If the name of party appears, click on the name to highlight, click **Next** and then proceed to **Step 6**.
- ♦ If the name of party does not appear, click **Add/Create New Party** hypertext link and proceed to **Step 4**.

STEP 4 The **Search for a party** screen appears.

There are three ways that the search for a party may be accomplished:

1. Enter the Social Security Number of the Individual (in XXX-XX-XXXX format)
2. Enter the Tax Id of the Partnership or Corporation (in XX-XXXXXXX format)
3. Key the last name/business name of the party.

- ♦ If name is found, highlight it and click **Select name from list**.

- ♦ The **Party Information** screen appears, verify information.

Party Information

Debra Trustee Lowe **SSN:** Unknown

Office **Address 1** **Address 2** **Address 3**

City **State** **Zip**

County **Country**

Phone **Fax**

E-mail

ProSe **Role**

Party text

- ◆ Click in **Role** drop box, then select appropriate party role of Trustee.
- ◆ Click **Submit** to continue, **Cancel** to restart the entry or **Clear** to clear information entered on the screen.

STEP 5 The **Select the Filer** screen appears with your party highlighted.

Trustee action:
[02-60108 Robert L. Clementine and Cecilia J. Clementine](#)

Please select the filer.

Select the Party:

Lowe, Debra Trustee [Trustee]

Clementine, Cecilia J. [Joint Debtor]

Clementine, Robert L. [Debtor]

Norwest Mortgage, [Creditor]

Wachovia Mortgage Corp., [Creditor]

[Add/Create New Party](#)

- Click **Next** to continue.
- If the pleading is being filed by an attorney for the trustee, and the association has not been made between the attorney and the trustee party filer, the following screen appears.

Trustee action:
02-60108 Robert L. Clementine and Cecilia J. Clementine

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☐ Lowe, Debra(tr:tr) represented by Lowe, Debbie (aty)

Next Clear

- To create the association, follow the directions on the screen and check the box beside the association to be created for this case.
- Click **Next** to continue.

STEP 6 The **Select the Event Type** screen appears.

Trustee action:
02-60108 Robert L. Clementine and Cecilia J. Clementine

Application to Close Case and Discharge Trustee
Appointment
Appointment of Chapter 11 Trustee
Appointment of Examiner
Appointment of Trustee
Appointment of Unsecured Creditors Committee
Bond

Next Clear

- Screen prompts for selection of document being filed.
- Using scroll bar to right of box, highlight type of document being filed.
- If more than one type of document being filed, click on one document while holding down the **Ctrl** key on your keyboard and click on each additional type of document.
- Click **Next** to proceed or **Clear** to repeat process.

STEP 7 **Select the PDF File Name** screen appears.

Trustee action:
02-60108 Robert L. Clementine and Cecilia J. Clementine

Select the **pdf** document (for example: C:\199cv501-21.pdf).

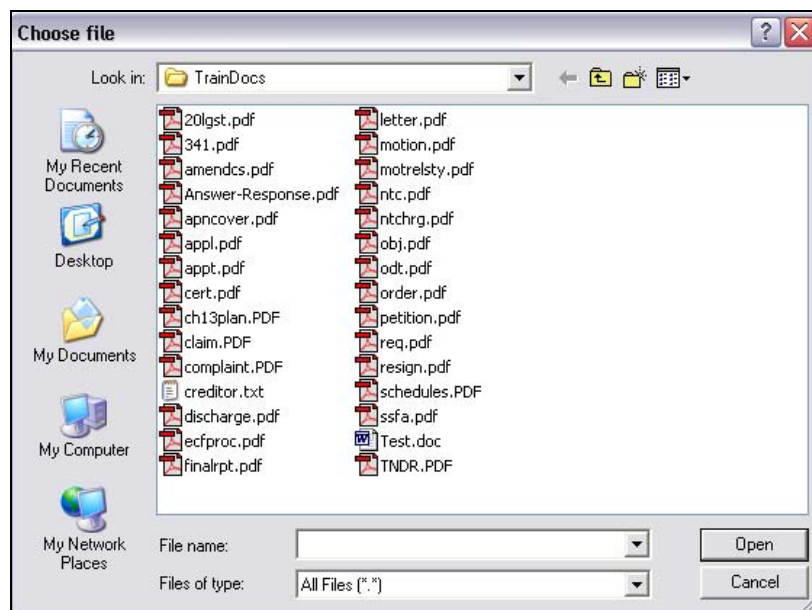
Filename

Attachments to Document: ☒ No ☐ Yes

- Enter pathname in window, being sure to include the **.pdf** suffix, or
- Click on **Browse** to navigate to the appropriate directory and file.

From the **Choose File** box:

- Change **Files of type**: to Acrobat [*.pdf] or All Files.
- Change **Look in**: to the appropriate drive where the document is located.
- Click on the appropriate file name, then click on **Open**.



If there are no attachments to document:

- Click **Next** and proceed to **Step 9**.

If there are attachments to document, e.g. an exhibit, appendix, etc.:

- Click the radio button next to **Yes**, then click **Next**.

STEP 8 **Select one or more attachments** screen appears. All exhibits must be attached at this screen:

Trustee action:
[02-60108 Robert L. Clementine and Cecilia J. Clementine](#)

Select one or more attachments.
1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
Filename

2) Select a document type and/or enter a description.
Type **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- First select the filename of your attachment by using **Browse**.
- Click on the arrow next to **Type** and click on type of attachment.
- Click in **Description** box and type in any additional description.
- Click **Add to List**.
- Continue to *Add Attachments* using the above steps as necessary.
- Once all attachments have been added, click **Next**.

STEP 9 A **Related Document Information** screen appears to enable you to relate the entry to a previous entry, if applicable, by clicking the check box.

Trustee action:
[02-60108 Robert L. Clementine and Cecilia J. Clementine](#)

☒ **Refer to existing event(s)?**

- If the pleading being filed is an amendment of a previous pleading, relate to the previous pleading.
- Click **Next** to continue.

STEP 10 The **Category of Documents** screen appear.

Trustee action:
[02-60108 Robert L. Clementine and Cecilia J. Clementine](#)

Select the category to which your event relates.

answer
appeal
claims
cmp
court
misc
motion
notice
order
plan

Filed **to**

Documents **to**

- Scroll to view types of existing categories.
- Click to select category of document(s) to which yours relates.
- To specify more than one category, hold down the **Ctrl** key on your keyboard as you click additional types.
- To further limit the search, you may select a filed date range or a document number range.
- Click **Next**.

STEP 11 **Selection of Related Docket Events** screen appears.

Trustee action:
[02-60108 Robert L. Clementine and Cecilia J. Clementine](#)

Select the appropriate event(s) to which your event relates:

☐ 04/16/2002 [3](#) Motion for Relief from Stay Re: real estate located at 8747 jennifer lane, mechanicsville va filed by Childress, Flax, Levine, P.C. on behalf of wachovia mortgage corp. Hearing to be held on 5/15/2002 at 09:30 AM at Chief Judge Tice's Courtroom, 1100 East Main Street, Room 335, Richmond, Virginia. (Childress, Flax, Levine, P.C.,)

☒ 04/16/2002 [4](#) Motion to Dismiss Case *with prejudice* filed by Childress, Flax, Levine, P.C. on behalf of norwest mortgage (Childress, Flax, Levine, P.C.,)

☐ 07/08/2003 [9](#) Motion to Substitute Attorney *for Debtor*. (Lowe, Debra)

- Select each document to which current document relates, by clicking the box.
- Click **Next** to continue.

STEP 12 **Docket Text: Modify as Appropriate** screen appears.

Trustee action:
[02-60108 Robert L. Clementine and Cecilia J. Clementine](#)

Docket Text: Modify as Appropriate.

Application to Close Case and Discharge Trustee Prepared By the Chapter 7 Trustee and Reviewed by the United States Trustee. Filed by Debbie Lowe on behalf of Debra Trustee Lowe (Lowe, Debra)

Prefix Box

To add a prefix to docket text:

- Click the down arrow (▼) to right of the box.
- Select correct modifier.

To add additional text (in events which contain a text box):

- Click in the box.
- Type in any additional description of motion/application.
- Click **Next** to continue

STEP 13 **Docket Text: Final Text** screen appears.

Trustee action:
[02-60108 Robert L. Clementine and Cecilia J. Clementine](#)

Docket Text: Final Text

Application to Close Case and Discharge Trustee Prepared By the Chapter 7 Trustee and Reviewed by the United States Trustee. Filed by Debbie Lowe on behalf of Debra Trustee Lowe (Lowe, Debra)

WARNING!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- Verify docket entry as it appears on screen.
- If correct, click **Next** to submit filing to court.
- If docket entry is incorrect, click **Back** to make corrections, or start over by clicking **Bankruptcy** on the main menu bar.

Receipt of Filing

Once entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation of system receiving the entry and the entry now is an official court document. Scroll down to view entire receipt.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Trustee action:
[02-60108 Robert L. Clementine and Cecilia J. Clementine](#)

U.S. Bankruptcy Court TRAIN
Eastern District of Virginia - TRAIN

Notice of Electronic Filing

The following transaction was received from Lowe, Debra Trustee entered on 7/8/2003 at 3:38 PM EDT and filed on 7/8/2003

Case Name: Robert L. Clementine and Cecilia J. Clementine
Case Number: [02-60108](#)
Document Number: [10](#)

Docket Text:
Application to Close Case and Discharge Trustee Prepared By the Chapter 7 Trustee and Reviewed by the United States Trustee. Filed by Debbie Lowe on behalf of Debra Trustee Lowe (Lowe, Debra)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: N:\ecf\TrainDocs\appl.pdf

The **Notice of Electronic Filing** appears each time you submit a filing to the court through the ECF System. Each notice will include the following:

- Who filed the document:
- Date and Time:
- Case Name:
- Case Number:
- Document Number:
- Document Description:
- Original filename (*pdf*):
- Electronic document Stamp:
- Names of parties to whom electronic notification will be made
- Names of parties to whom no electronic notification will be made

Print receipt

- Click on **File** at top of Netscape screen.
- Select **Print Frame OR**
- Click on the Printer Icon at the top of the page.

[Note: It is highly recommended that copies of receipts be maintained for your records]

Note: You will receive the following [PACER Login] screen if you attempt to access the docket or document through the links provided on the **Notice of Electronic Filing** screen.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6896 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login